

**Imperial College Union
Board of Trustees / 29 September 2021**

Annual Health & Safety Report

- Author(s):** Tom Newman (Director of Membership Services)
- Purpose:** To consider the work of the Students' Union with regards to Health and Safety over the academic year 2020/21, and planned work for academic year 2021/22
- Summary:** This paper provides a brief summary of the key areas covered by the Union, major actions completed over the past year, the changes in governance and the focus for the coming 12 months.

1. Introduction

The Union identified several necessary actions with regards to Health and Safety compliance across its operation in the 2020/21 academic year. Work has concentrated on reviewing governance, writing policy, establishing the Operational Health & Safety Committee and addressing immediate areas of concern.

2. Completed Actions

The Managing Director identified Health & Safety Policy gaps in August 2020 and produced a policy action plan for the year. As a result, over the course of the 2020/21 academic year the Finance & Risk Committee have reviewed and passed a number of Union Health & Safety Policies. The Union is now systematically implementing policies, the responsibility for this will transfer to the Facilities, Health and Safety Manager when the post holder joins the Union. The Union will work with the College Health & Safety Team to support in the audit and review of Union compliance with policy on an appropriate timeframe. A summary of policies has been provided.

Policy	Status
Fire Safety Policy & Evacuation Procedure	Complete
First Aid at Work Policy & Procedure	Complete
Display Screen Equipment Policy and Procedure	Complete
Accident/Incident Investigation and Reporting Procedure	Complete
Manual Handling Policy	Complete
Verbal & Physical Abuse Policy	Complete
Working at Height Policy	Complete
Lone Working Policy	Complete
Remote Working Policy	Complete
Maintenance of Portable and Transportable Electrical Equipment Policy	Complete
Body Spillage Procedure	Complete
Slips, Trips and Falls Policy	Complete
Noise Exposure Control Policy	Complete
Working Safely in Confined Spaces Policy & Procedure	Complete
Workplace Temperature Policy	Complete

Safeguarding Policy	Complete
Risk Assessment Policy & Procedure	Complete
Control of Substances Hazardous to Health Policy	Complete
Pyrotechnics Policy	Awaiting Approval
Weapons and Firearms Policy	Awaiting Approval

3. Operational Health & Safety Committee

A committee was established as a sub-committee of the Union's Management Committee, with the purpose of developing and managing the organisation's Health and Safety policy and strategy.

The principal purpose of the committee is to monitor the health and safety performance of the Union, reviews incidents, provide a forum for obtaining input from representatives, and act as a of liaison with the Imperial College Health & Safety team.

4. Terms of Reference Operational Health and Safety Committee

The Operational Health and Safety Committee will meet at least once per term, although additional meetings may be called by the Managing Director, Management Committee, or the Board of Trustees should the need arise.

The Committee will have the following terms of reference:

- To maintain and review the measures necessary to ensure the Health and Safety of Union employees, students and others engaged in legitimate activities on its premises.
- To set and review H&S performance and objectives to improve H&S management and maintain a positive H&S culture.
- To monitor the management processes employed within the Union to mitigate risk, notably the implementation and annual review of risk assessments.
- To monitor and review H&S related incidents, implement investigations and complete corrective action (where appropriate and necessary) in a timely manner not to exceed 6 months.
- To monitor and review the H&S audit and inspection process, both internal and external, and implement recommendations where appropriate.
- To monitor and review the adequacy and implementation of H&S related training, awareness and competency standards.
- To enable complaints and reports from employees to be investigated, remedial action to be implemented, and response provided.
- To submit an annual report to the Board of Trustees summarizing the committee's output and effectiveness.

The Committee will have the following membership:

- Director of Membership Services (Chair)
- Facilities, Health & Safety Manager (Secretary)
- Deputy President Finance & Services
- Deputy President Clubs & Societies
- Director of Finance & Resources
- Student Opportunities & Development Manager
- Venues Operation Manager
- Imperial College London Beit Quad Building Manager

- Imperial College London Health & Safety Team Staff Nominee

5. Summary of Incidents

There have been no RIDDOR reportable incidents over the last 12 months, this is primarily down to the reduced activity due to Government lockdown, COVID-19 regulations and the resulting reduction in student activity.

Reporting of incidents has been improved over the last 12 months, with all incidents reported via the College's SALUS system. Future reports to the Board will include a summary of reported incidents and the Operational Committee will review all incidents and near misses on a routine basis.

6. Priorities for the next 12 months

- i. Completion of all action points and implementation of all Union Health & Safety Policies
- ii. Completion of any outstanding H&S policies and procedures (due Dec 21)
- iii. Implementation of an internal and external H&S inspection and audit process (due Dec 21)
- iv. Ensure appropriate levels of knowledge and training are present within the organisation